Committee Management Use Case Specification: View Invitation to Travel Report

Version 1.2

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REVISION HISTORY

Date	Version	Description of Change	Author
5/01/02	1.0	Shell for Krishna.	C Blizard
5/20/02	1.1	Added brief description and activity diagram	K Collie
5/23/02	1.2	Updated with comment from team	K Collie

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1. Brief Description

The CM user community generates this report so that they can see who will be attending an IRG meeting. The report lists the names of the individuals who have been invited to the meeting and their expected arrival and departure dates. This report also assists in the processing of vouchers after the meeting has taken place.

2. Pre-Conditions

Use Case Specification: Logon to Committee Management.

3.   Flow of Events

3.1   Activity Diagram

Actor	System
<<Report>> Invitation to Travel Report	
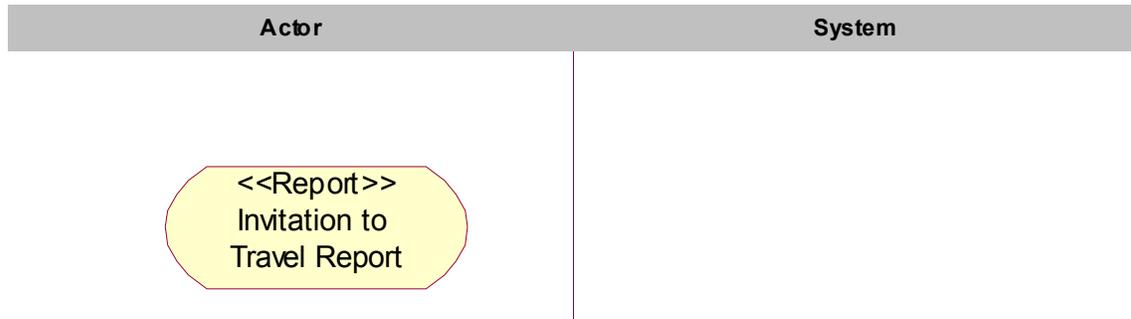
3.2   Textual Flow

1.   <<Report>> Invitation to Travel Report. See Invitation to Travel Parameters and Invitation to Travel Repeating Parameters

3.3   Alternative Flows

None.

4.   Data Specifications

4.1   Invitation to Travel Parameters Elements

The parameters below select a specific meeting. User's will enter parameters to define a specific meeting.

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Report Title	The title of the report. Allows the user to edit the title.	Char(50)	Required. Defaults to 'Meeting Roster'.	N/A
	N/A			

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Acronym	A pick list of committee acronyms.	Char(6)	Required.	N/A
	Cmtes_t.nih_abbr_code			
Flex	A pick list of flex codes for the acronym selected in the acronym pick list.	Char(1)	Required.	N/A
	Cmtes_t.flex_code			
SRA Org	Indicates the branch or section holding the meeting.	Char(5)	Optional.	N/A
	Cmte_fed_staffs_t.meeting_org_acronym_code (foreign key meeting_agendas_t.fed_staff_num)			
SRA Flex	Indicates the SRA responsible for the meeting.	Char(1)	Optional.	N/A
	Cmte_fed_staffs_t.fed_staff_init_text (foreign key meeting_agendas_t.fed_staff_num)			
Meeting Start Date	Start date of a meeting. This is a pick list that lists all meetings for the federal staff person selected in the federal staff person pick list.	Date Format: (mm/dd/yyyy)	Required.	N/A
	Meeting_agendas_t.start_date			
Agenda_seq_num	Unique meeting identifier. Derived from the selection the meeting start date.	NUMBER (6)	Hidden.	N/A
	Meeting_agendas_t.agenda_seq_num			

4.2   Invitation to Travel Cover and End Sheets

See Common Use Case Components, Data Specifications, Report Cover and End Sheets.

4.3   Invitation to Travel Header Elements

The Invitation to Travel Header Elements will print on every page of the roster.

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Travel Authorization Number	Name of the IRG holding the meeting	CHAR(6)	N/A	N/A
	Meeting_agendas_t.nih_abbr_code			
Approximate Date of Departure	Start date of the review meeting.	DATE Format: (mm/dd/yyyy)	N/A	N/A
	Meeting_agendas_t.start_date			
Approximate Date of Return	End date of the review meeting.	DATE Format: (mm/dd/yyyy)	N/A	N/A
	Meeting_agendas_t.end_date			

4.4   Invitation to Travel Body Elements

4.4.1 Layout in the Report Body

In this section only the Person's name and Degree are displayed. It is displayed in alphabetical order and its prints out in the first column and then moves to column 2 and finally column 3, if necessary.

4.4.2 Person Name

The person's name and title can be found in the mrst_prsn view.

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Name	The name of the meeting attendee.	Char(150). Dependent on 'Force Upper Case' Parameter.	Left justified. The name and degree information is concatenated. See Algorithms, Formatting the Attendee's Name.	N/A
	Mrst_prsn.last_name, Mrst_prsn.first_name, Mrst_prsn.mi_name			
Degree	Degree conferred by an institution of Higher Education	VARCHAR2(4)	Display Only (Degree Formatting – See Common Use Case Components, Algorithms)	N/A
	Person_degs_t.deg_code			

4.4.3 Meeting Address (Itinerary)

The meeting address can be found in the meeting_addresses_t table, using the meeting_id as the foreign key to the meeting_agendas view.

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Meeting Address	Address where the IRG meeting will take place	Char	Left justified. The name and degree information is concatenated. See Algorithms, Formatting the Attendee's Name.	N/A
	Meeting_addresses_t. LINE_1_ADDR LINE_2_ADDR LINE_3_ADDR LINE_4_ADDR LINE_5_ADDR CITY_NAME STATE_CODE ZIP_CODE			

4.4.4 Purpose Of Travel

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Acronym of IRG committee	Committee acronym of IRG	CHAR (6)	Display	N/A
	Meeting_agendas_t.nih_abbr_code			

4.4.5 Billing Instructions

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Billing Address	The address where the voucher will be sent for remittance.	Char	Display	N/A
	Person_addresses_t.addr_type_code = VCH			

4.4.6 Authorized by

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Name	The name of the authorizing federal official typically the SRA.	Char(60)	Display	N/A
	Persons_t.last_name, first_name			

4.4.7 Title

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Title	The title of the authorizing official	Char	Display	N/A
	Cmte_fed_staffs_t.fed_staff_title			

4.4.8 Date

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Date	The date report was generated	DATE Format: (mm/dd/yyyy)	Display	N/A
	Sys date			

5. Post-Conditions

The Invitation to Travel Report has been generated.

6. Special Requirements

6.1 Data Validation

None.

6.2 Algorithms

None.

6.3 Requirements

None.

6.4 Other Requirements

None.

6.5 Sample Screen

6.5.1 Invitation to Travel Parameter Form

NATIONAL INSTITUTES OF HEALTH

Invitation to Travel Parameter Form

NIH Home

Welcome John Doe
Authority SRA
Default 2002/05
Logoff

| Committee | Meeting | Fed Reg | Slate | Financial | Prsn Search | Reports | OFACP | Help |

Enter the meeting parameters below.

Report Title	Invitation to Travel				
Acronym	NHLBAC	Flex	A		
SRA Designator	GRB	SRA Flex	1	Meeting Start Date	10/10/2002

Run Report   Clear Parameters   Cancel

National Institutes of Health (NIH)
Bethesda, Maryland 20892

Department of Health
and Human Services

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Created: 6/5/2002 1:10 PM
Last Updated: 6/5/2002 1:10 PM

6.5.2 Sample Report

Since the Invitation to Travel Report is an existing report in CM, a sample report is attached to assist with properly laying out this report.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

NATIONAL INSTITUTE OF MENTAL HEALTH

INVITATION TO TRAVEL

____ Original   ____ Amendment No. ____   ____ Cancellation

Date Printed:

1. TRAVEL AUTHORIZATION NUMBER:
CIRG

2. APPROXIMATE DATE OF DEPARTURE:
January 10, 2002

3. APPROXIMATE DATE OF RETURN:
January 10, 2002

4. NAMES OF INDIVIDUAL(S) AUTHORIZED TO TRAVEL:

Bir, Jean, AA

Blizard, Audra L

Blizard, Lana Anne, AA

Blizard, Olivia Marie

Blizard, Steve, BA

Blizard, Virgil Lee

Chase, Liam

Chase, William

Paquette, Leo, BS

Pennington, Cecil Leon

Pennington, Edith Marie, AB

Pennington, Leon

5. ITINERARY:From various points to   Rockville,MD   and return
The meeting will be held at   6130 Executive Blvd. 6th Floor,Rockville, MD 20852,

6. PURPOSE OF TRAVEL: To attend   CIRG   meeting

7. BILLING INSTRUCTIONS: Blizard,Virgil Lee
                         1 Main Street

                         Rockville, MD 20851

8. AUTHORIZED BY:

    Blizard, Virgil Lee

Typed Name:

9. TITLE:
       Big Daddy Blizard

             05/01/2002

10. DATE:

NIH-2732 (5/93)